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(enter name of shelter)

## Community Safe Room Operations Plan

*For the purposes of this document, the term “community safe room” is a building, structure, or portion thereof that has been designed and constructed to provide life-safety protection of its occupants in compliance with the design and construction criteria for community safe rooms as defined by FEMA 361. The focus of this Safe Room Operations Plan (SOP) is to provide procedures for opening, managing, and closing down a community safe room in response to a severe wind storm or tornado. (Sub recipient; here add a statement about the various community organizations that will be responsible for the operation, supplying and maintenance of the safe room.)*

The community safe room, located at \_\_\_\_\_

(write in street address)

is **prefabricated / site built** (circle one) to hold a maximum of \_\_\_\_\_ persons. (fill in with a number)

A \_\_\_\_\_ (fill in the blank with system of backup power is) will provide light and ventilation in the event of a power outage. The safe room has \_\_\_\_\_ (fill in with a number) handicap accessible doors which along with the safe room are constructed to resist 250 mph winds. Signage on the building identifies it as the neighborhood safe room. (Sub-recipient; add a statement here to identify any non-mitigation uses of the safe room.)

### What to do

**The National Weather Service issues two types of tornado/hurricane advisories:**

#### **Tornado/Hurricane Watch**

A tornado watch means that conditions are favorable for the development of a tornado in the area and indicates the possibility of tornado occurrence. A **hurricane watch means** that **hurricane** conditions (sustained winds of 74 mph or higher) are possible within the specified area.

When a tornado watch has been issued, the **Site Coordinator** or in his/her absence the **Community Safe Room Manager (Formerly known as the Field Manager)** shall insure the Shelter Team is on stand-by to open the shelter immediately, should a tornado warning be issued.

A **hurricane watch** is issued 48 hours in advance of the anticipated onset of tropical-storm-force winds in an area. The **Site Coordinator** (or in his/her absence the **Community Safe Room Manager**) shall insure the Shelter Team is on stand by and the **Field Manager** will do a walkthrough to ensure the shelter is prepared for an event.

#### **Tornado/Hurricane Warning**

A tornado warning means that a tornado has actually been spotted or is strongly indicated on radar. When a tornado warning is broadcast, the Shelter Team shall open the shelter immediately. \*A list of action items will be posted inside the shelter. Hurricane warnings are issued 36 hours in advance of the anticipated onset and the actions of tropical - storm-force winds. The **Community Safe Room Management Team** will assist in the evacuation of areas that will be subject to the hurricanes impact and assist in sheltering those who cannot locate adequate shelter at a hotel or other shelters not in the path of the storm.

Once you arrive at the shelter, you will enter through \_\_\_\_\_  
(Shelter Team fill in description of entrance)

Once inside, people should sign in with the **Community Safe Room Manager** and move to the rear of the shelter and take a seat. The shelter has been stocked with a limited number of supplies. Once the shelter has been locked down, the **Community Safe Room Manager** will direct shelter occupants on when it has been determined safe to exit the shelter.

The following pages describe the various people and the roles they may have during an activation and operation of the community safe room during an actual emergency. A member of the **Community Safe Room Management Team** can take on multiple assignments or roles as long as all assigned tasks can be performed effectively by the team member and during an extreme-wind event.

This shelter **will / will not** allow pets.

\_\_\_\_\_  
Printed Name of Authorized Official

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

**The following is a list of individuals and their responsibilities related to the operation and maintenance of the Community Safe Room:**

**The Site Coordinator's Responsibilities Include the Following:**

- Organizing and coordinating the Community Shelter Operations Plan ensuring that personnel are in place to facilitate the Shelter Operations Plan.
- Ensuring that all aspects of the Shelter Operations Plan are implemented
- Developing community education and training programs
- Coordinating shelter evacuation practice drills and determining how many should be conducted in order to be ready for a real event (It is recommended by FEMA that individuals travel to the safe room on foot as parking could be a problem.)
- Conducting regular community meetings to discuss emergency planning
- Preparing and distributing newsletters, as needed.
- Serve as point of contact for questions in regard to public service announcements or other publicity
- Ensuring that the Community Shelter Operations Plan is periodically reviewed and updated as necessary

**The Field Manager's (Community Safe Room Manager) Responsibilities include the Following:** *(Position cannot be held by the same person in different shelters in the same county.)*

- **The Field Manager (Community Safe Room Manager)** provides overall supervision and management of the community safe room's operation both during its activation and in between the emergency events.
- Establishes contact with the local EOC.
- Conducts a pre-event walk through.
- Ensures that shelter occupants enter the shelter in an orderly fashion.
- Ensures shelter occupants are signed in on sign-in sheet. Having a record of the occupants eliminates the need of search and rescue should their homes be damaged.
- Pre-identifies shelter occupants with special needs such as those who are disabled or who have serious medical problems
- Arranges assistance for those shelter occupants who need help getting to the shelter
- Administering and overseeing first-aid by those trained in it (This will include management of the First Aid Kit and reporting any shortages to the Equipment manager.)
- Coordinating with Site Coordinator, EOC, and LEA to determine closure of the community safe room.

**The Equipment Manager's Responsibilities include the Following:**

- Establishing contact with the Community Safe Room Manager (Field Manager).
- Conducting a pre-occupancy inspection with Community Safe Room Manager.
- Assigning appropriate staff to ensure the integrity of the facility.
- Make regular rounds of the interior and exterior portions of the building on a regular basis.
- Understanding and operating all shelter equipment (including communications, lighting, safety equipment, and closures for shelter openings, i.e.: doors, windows).
- Maintaining and updating the Shelter Maintenance Plan as necessary.
- Maintaining equipment or ensuring that equipment is maintained year round, (creating and maintaining a schedule of maintenance) and ensuring that all will work properly during high-wind events. i.e.: flashlights, fire extinguisher, smoke detector, weather radio.
- Maintaining a First Aid Kit for the shelter that is compatible to the number of occupants that the shelter holds.
- Water, enough for shelter occupancy of 2 hours.

- Infant supplies such as diapers, blankets, pacifiers according to the communities need.
- Generator maintenance will be performed as per manufacturer guidelines outlined in the generator operations manual. The standard generator maintenance will be performed and tracked on a maintenance schedule by the assigned staff or dealer certified professional when applicable. New staff will be trained on operation of the emergency generator. Directions for the operation of the generator will be clearly posted next to the generator and placed in a manual located in the storage area of the Safe Room.
- Keeping an inventory, inspecting and restocking shelter supplies after each use, insure that the shelter is inspected and cleaned once per month and after each use and will report any needed repairs to the Site Coordinator.

**The Signage Manager's Responsibilities include the Following:**

- Ensuring that luminescent signs are placed on all major connectors to guide the public to shelter.
- Ensuring that signage complies with ADA requirements (including those for the blind).
- Providing signage in other languages, as appropriate, for the intended shelter occupants (both in and outside shelter).
- Ensuring that twice each year public service announcements are made on all local radio and TV stations regarding shelter notification, location and procedures.
- Ensuring that maps showing the shelter location are posted at the City Hall, Community Center, all city owned buildings, and run in the local newspaper at least twice a year.
- Checking signage for theft, defacement, or deterioration and replacing signs as necessary.

**The Notifications Manager's (Communications Unit Leader) is usually a full-time 24-hour position required to provide communications between the community safe room, the EOC, and other components of the disaster relief operation when phone service is out of order or anticipated to be out of order. Communications Unit Leader's Responsibilities include the Following:**

- Developing a notifications warning system that lets intended shelter occupants know they should proceed immediately to the shelter.
- Implementing the notification system when a tornado warning is issued.
- Ensuring that non-English speaking shelter occupants understand the notification (this may require communication in other languages or the use of prerecorded tapes).
- Ensuring that shelter occupants who are deaf receive notification (this may require sign language, installation of flashing lights, handwritten notes or TTY and text service).
- Ensuring that shelter occupants with special needs receive notification in an acceptable manner.

**Community Safe Room Management Team**

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**Name/Location of Safe Room**

<b>Position</b>	<b>Name (print)</b>	<b>Title</b>	<b>Home #/Cell #</b>	<b>Work #/Pager #</b>	<b>Designated Backup/contact #</b>
<b>Site Coordinator</b>					
<b>Community Safe Room Manager</b> (formerly Field Manager)					
<b>Equipment Manager</b>					
<b>Communications Unit Leader</b> (formerly Notifications Manager)					
<b>Signage Manager</b>					

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Printed Name of Authorized Official

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Signature of Authorized Official

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Date

This is an example of a kit that should be kept in the safe room containing items that might be needed during usage. It is for a shelter of 100 people and therefore you should adjust the quantities to your own needs. A footlocker or large insulated plastic ice chest makes a good container for the kit. Only items that have an indefinite shelf life should be placed in pre-packed kits. Other items such as batteries should be readily available for insertion in kits before use. LEASE DO NOT RETURN THIS TO AEMA WHEN SUBMITTING YOUR O&M PLAN. This is for your convenience.

Quantity	Item Description
<b>Basic Supplies</b>	
2	pk/50 community safe room registration forms
1	pk/5 sign strips
1	pk/5 directional arrows
1	pk/5 utility pole signs
20	temporary name badges and holders
8	vests or other identification/apparel
<b>Office Supplies</b>	
12	pencils
12	ballpoint pens
1	package 3" x 5" cards
2	clipboards
4	paper tablets
1	pencil sharpener
2	staplers
1	box staples
2	boxes paper clips
1	package carbon paper
1	manual hole punch
2	large black magic markers
1	box thumbtacks
2	rolls masking tape
1	roll Scotch tape
1	package rubber bands
1	pair scissors
24	file folders
24	file folder labels
1	pad of easel paper
1	3-ring binder with tab dividers
1	whistle

Quantity	Item Description
4	instant ice packs
4	instant heat packs
4	cervical collars (1 each: child, and S, M, L adult sizes)
1	eye wash 4 oz. bottle
2	eye pads
1	hydrogen peroxide 4 oz. bottle
100	towelettes, antiseptic (100 count)
1	alcohol prep pads (box of 100)
10	safety pins
10	tongue depressors
1	triple antibiotic (anti-bacterial) ointment (box of 10 or 1 oz. tube)
1	tweezers
1	waterless alcohol-based hand sanitizer 12 oz. bottle